LOGOTRON
PLANNER 1295

Please note: We recommend saving files on a separate data disk.

Loading the program on the Commodore 64™ — Insert disk in drive. Turn on computer, disk drive, monitor and printer (for the **Commodore 128**, hold down the Commodore key and turn on the computer, disk drive, monitor and printer). Type **LOAD "*",8,1** and press [RETURN]. The program will load.

Loading the program on the IBM®—

For a Floppy Disk System: Boot your system with your DOS disk. At the A> remove DOS disk and insert program disk in Drive A. Type PLAN. Insert DOS disk (2.0 or higher) in Drive B. If using a single drive system, follow the screen prompts. At the A>, type **INSTALL FLOPPY** and press ENTER. This procedure copies DOS onto your program disk to make it self booting.

To Load Program Disk: Insert Program disk in Drive A and turn on the computer. Program will load automatically. If already at the A>, type in **PLAN** and press ENTER.

For a Hard Disk System: Turn on computer. At C>, insert program disk in Drive A. Type **A:INSTALL HARD** and press ENTER. This copies files into subdirectory **PLANNER.** (Be sure to set the path or pathname in SET-UP for STORAGE to drive C and the directory path to /PLANNER).

To Load Program : Turn on Computer. At C>, type **CD/PLANNER** and press ENTER. Type in either **WRIT, PLAN,** or **FILE** and press ENTER.

MAIN MENU OPTIONS

To choose a Main Menu Option, press the RIGHT/LEFT CURSOR key to highlight it. Press the DOWN ARROW key to pop-up the submenu. **STORAGE** performs disk operations such as creating a directory, loading and saving worksheets, etc. **WORK** allows you to enter or modify the cells in your worksheet. **CHANGE** lets you set up global formats in your worksheet. **PRINT** allows you to print all or a portion of your worksheet. **SET-UP** allows you to configure your program to meet your requirements and preferences. **QUIT** brings you out of the program and returns you to the operating system. The following file samples have been included for your benefit: Expense recorder, mileage calculator, home budget, profit and loss statement, balance sheet, and personal net worth. These files can be located in the DIRECTORY.

MOVING THE CURSOR

Commands	Function
CURSOR DOWN	To move down to the cell in the row below.
CURSOR UP	To move up to the cell in the row above.
CURSOR LEFT/RIGHT	To move to the cell to the left/right.
RETURN	To move to the beginning of the next row.
PgDn (IBM) or F5 (C64)	To move down one screen.
PgUp (IBM) or F6 (C64)	To move up one screen.
F7	To move right 1/2 screen.
F8	To move left 1/2 screen.
CTRL/UP ARROW (C64)F9 (IBM)	Jump the cursor to any cell. For example, for cell dd56 enter dd56.
HOME (C64, IBM)	To move to the top left cell on the screen.
SHIFT/HOME (C64)	To move to the a1 cell of your worksheet.
CTRL/HOME (IBM)	To move to the a1 cell of your worksheet.
RIGHT/LEFT CURSOR	To highlight menu options.
DOWN ARROW	To pop-up menu options.
RETURN	To select the highlighted option.
STOP (C64)	To cancel selections.
ESC (IBM)	To cancel selections.
F1	To accept a dialogue screen.
F2	To access help information.
F3	To mark blocks for operating.
CTRL F3 (C64, IBM)	To clear mark.
F4	To activate the editing pop-up menu.
DEL,CTRL C(C64)-ALT C(IBM)	To cut a block or cell.
INS (C64)-ALT P(IBM)	To paste a block or cell.
CTRL E	To edit the cell at the cursor.
-CTRL M(C64) or ALT M(IBM)	To move the cell at the cursor.
Shift=(C64,IBM)	To recalculate.
CTRL = (C64)	To toggle Calculate on or off.
ALT = (IBM)	To toggle Calculate on or off.

ENTERING DATA

There are three types of data that can be entered into your worksheet: numbers, text and formulas. When you are entering data in a cell, the cell contents will appear in the input box at the top of the screen.

ENTERING TEXT — Move the cursor to the desired cell in the worksheet. To enter TEXT, type the word you wish to appear in that text cell and press [RETURN]. Extra text will be placed in the next column. If your text begins with a character other than a letter enter a quote (") first to indicate text mode.

ENTERING NUMBERS — Move the cursor to the desired cell in your worksheet. To enter NUMBERS, just enter the number and press [RETURN]. If the number is negative, enter a '-' sign before the number. To choose your number format, see the section of this manual on GLOBAL FORMATS within CHANGE.

ENTERING FORMULAS — For numbers that depend on other entries, use the FORMULA data type. A formula is a sentence telling the program what mathematical operations to perform. Move the cursor to the desired cell in your worksheet. To enter a FORMULA press '='. Enter the mathematical formula whose result you want contained in the cell where your cursor is and press [RETURN]. FORMULAS can use addition (+), subtraction (-), multiplication (*), division (/), or any combination of the above. Parentheses are also allowed. These four operations will work with cell addresses, such as 'a1 + d3'. If you want the cell address to remain constant when editing, you need to place a fixed marker '$' in front of the row and column name. Otherwise, all cell references in formulas will be changed to reflect the relative position of the cell. For example, if you wish to reference the cell 'a1' in your formula and want it to remain fixed when editing the formula 'a1 + 16' would need to be modified to 'a1 + 16'. If you wish to have the column only remain fixed the formula would read '$a1 +16'.

The following are math functions permitted by the program for use in formulas:

( )	parenthesis
+	addition
-	subtraction
*	multiplication
/	division
^	raise to a power
exp	used to signify a mathematical expression, formula or amount
loc1:loc2	used to signify a coordinate range such as a6 to ff20
int(exp)	returns the integer value of the expression
abs(exp)	returns the absolute value of the expression
pct(exp)	returns the percent value of the expression
sgn(exp)	returns the value 1 if the exp is positive, 0 if the exp is zero, and -1 if the exp is negative
sum (loc1:loc2)	adds the values in location 1 through location 2
avg (loc1:loc2)	returns the average of locations 1 through 2
min (loc1:loc2)	compares locations 1 through 2 and returns the minimum value
max (loc1:loc2)	compares locations 1 through 2 and returns the maximum value
cnt (loc1:loc2)	result is the number of entries in the coordinate range of locations 1 through 2.

ENTERING YOUR WORKSHEET

This feature allows the user to enter or edit the worksheet cell contents or make changes to the worksheet.

WORK — To enter your worksheet, select WORK from the main menu. This will bring you to the A1 cell within your worksheet. If you would like to enter a new worksheet, select NEW WORKSHEET within STORAGE first. This will clear the cell contents.

MARKING BLOCKS — This is used to identify a block of data for editing, defining column widths, exporting data or printing. To mark a block, enter your worksheet; move your cursor to the top left hand corner of the block you wish to mark and press F3. Then move the cursor to the bottom right hand corner of the block and press F4.

MODIFY A CELL — To modify a cell, move your cursor to that cell, press CTRL E and enter the new data, text or formula. Remember that if the calculate switch is off, the contents of formula cells will not change until after calculate is turned on or if Recalculate is selected.

EDIT COMMANDS

All of the following edit commands are selected from the pop-up menu within the worksheet. Once you have entered the worksheet press F4 to display the editing menu. **Please note:** If you have not specified a block with the F3 command, the edit commands will operate on the current cell only. In addition, if your formulas are entered using the relative cell reference, they will be automatically adjusted to reference the new position of the cells when they are changed.

INSERT A ROW/COLUMN — Move your cursor to the position where you want a row/column inserted. Select INSERT A ROW or INSERT A COLUMN from the pop-up menu. A blank row/column will be inserted and all the data in your row or column will be moved down or to the right, respectively. If a block was marked, the worksheet will be moved down or to the right the number of rows/columns in that block.

DELETE A ROW/COLUMN — Move your cursor to where you want a row/column deleted. Select DELETE A ROW or DELETE A COLUMN. The row/column where your cursor is located will be deleted and all rows or columns below or to the right of it will move. If a block was marked, the rows/columns below or to the right of it will be moved.

CUT TO MEMORY — This moves the marked block into a temporary holding area to be used when PASTING. This blanks the original block from your worksheet. If no block is marked, this will cut the cell where your cursor is located.

CUT TO FILE — This writes the marked block to a file on your disk and blanks the original block. If no block is marked, this will cut the cell where your cursor is located. You will be asked for a filename. Files of this type have the description '.edt' in the directory.

COPY TO MEMORY — This copies the block into a temporary holding area to be used when PASTING. If no block is marked, this copies the cell where your cursor is.

COPY TO FILE — This copies the block to a file on your disk. If no block is marked, this copies the cell where your cursor is located. The program will ask you for a filename. Files of this type have the description '.edt' when viewed in the directory.

The advantage of using the File commands over the Memory commands is that there is no limit to the size of the block that you can copy.

PASTE FROM MEMORY — This copies the data from a temporary holding area to the block marked in your worksheet. If no block is marked, the data will be copied to the location of your cursor.

PASTE FROM FILE — This writes the block from a file on your disk to the block marked in your worksheet. If no block is marked, the data will be copied to the location of your cursor in the worksheet. The program will ask you for a filename. Files of this type have the description '.edt' when viewed in the directory.

REFORMAT CELLS — REFORMAT is used if you wish to change the format (eg. to dollars and cents) for a section (or all) of your worksheet. Mark the block you wish to reformat, then select REFORMAT. A pop-up menu will appear with the options for number formats. Choose a format by moving the cursor to the desired format and pressing [RETURN]. The numbers within the block you defined will be reformatted to the format you selected. If no block is marked, only the cell where your cursor is located will be reformatted.

BLANK CELLS — This will blank the cells in the block you have marked. If you do not mark a block, only the cell at the cursor will be blanked.

CHANGE GLOBAL FORMATS — This allows you to set the default numeric format for your worksheet. When this is selected, a pop-up menu appears with the choices of numeric formats. If the format option is not used, the program defaults to dollars and cents format.

COLUMN WIDTHS — This lets you set the width of columns in a preselected block, or for your entire worksheet. Allowable column widths are between three (3) and thirty-seven (37) on a forty column screen, and between three (3) and seventy-seven (77) on an eighty column screen.

TURN CALC ON/OFF — Planner 1295 has the ability to recalculate your worksheet after every cell entry. However, since this will slow down the process of entering large amounts of data, you may wish to turn off the calculate function until after your numbers are entered. If TURN CALC ON appears on the menu, this means the calculate function is turned off. Pressing [RETURN] over TURN CALC ON will turn calculate on. TURN CALC OFF will then appear under your cursor. To turn calculate off, press [RETURN] over TURN CALC OFF. The word CALC will appear on top of your worksheet to indicate CALC is on.

RECALCULATE — By selecting RECALCULATE, the numbers in your worksheet will be recalculated. The difference between this and CALC ON is that RECALCULATE will immediately recalculate your worksheet, while CALC ON will turn the calculate function on to be performed after the next cell is entered.

PRINTING

When PRINT is selected from the main menu a pop-up menu appears with the following choices: To printer, To file-writer, and To worksheet listing. Move your cursor to where you want to send your worksheet. Press [RETURN] to select your choice. 'To printer' outputs directly to your printer. 'To file' sends output to a standard ASCII file for use in a word processor like The Writer. 'Worksheet Listing' will print the cell contents such as formulas, instead of values and labels which are in your worksheet. If you have not marked a block to be printed prior to selecting PRINT, your entire worksheet will be printed. If you wish to print only a portion of your worksheet, select a block while you are in ENTER mode in your worksheet, then return to the main menu and select PRINT.

COMMODORE USERS: *In the* **PRINT OPTION,** *when selecting* **RECORDS ACROSS PAGE,** *the* **PRINTER WIDTH** *refers to the width of a single record and not the width of the page.*

SET-UP

This option within storage allows you to custom configure your program to meet your equipment requirements and personal preferences. Pressing [RETURN] here reveals a pop-up menu with choices of Printer set-up, Set-up screen, Set-up storage and Save set-up. When you have entered all your choices and want the program to accept them, type F1.

PRINTER SET-UP — Use the printer set-up screen to enter all the details the program needs in order to interface with your printer. You may need to refer to your printer manual.

Device/Slot — Choose: Device #4 for a **C64**, and LPT1: for an **IBM**.

Command Address — This is the secondary address for the **C64**; this doesn't apply to the **IBM**.

ASCII — Type Y if your printer is ASCII or N if your printer is not ASCII.

Linefeed — If your printer requires a linefeed in addition to a carriage return, type Y.

Control Characters — Enter a sequence of control characters separated by commas to invoke the compressed print or letter quality modes for your printer.

SET-UP SCREEN — This allows the user to select the screen colors. Use the spacebar to change to the colour settings you desire on the **IBM**. Press [RETURN] on the **C64**.

SET-UP STORAGE — This allows you to set-up your program for one or two drives.

Program Files — This is the drive in which you place your original program disk.

Device/Slot — Choose: Drive 8 for C6, ; this does not apply to the **IBM**.

Drive — This is the number of the drive in which you insert your program disk. This is 0 for the **C64** with single drive units, and drive A for the **IBM**.

Data Files — This is the drive where all your files will be stored. Enter the information as you did for the program drive above.

SAVE SET-UP — This option allows you to save your set-up on the disk.

EXIT

Leave the program and return to the operating system.

GENERAL STORAGE MENU OPTIONS

INTERFACING THE PLANNER, WRITER AND FILER

There are a number of ways in which you will want to interface files from one of your 1295 packages to another. These operations are easily achieved through the menu commands offered by the software.

Mail Merge is offered by the Writer. Selecting Merge Mark enables you to import records of names and addresses from your Logotron Filer 1295 to form a letter. In the Filer, you need to create an exported file. For files to be properly set up for merging, there should only be one field per line and the end of the record must be delineated by a forward slash / on a line by itself.
Merge Mark is used to indicate the place where the data comes in. Each mark will bring in successive fields from the exported file. The program will automatically request a file name. Insert disk with files on. The files exported from the Filer will have the suffix .IED.

Importing files to Planner. The Set Up menu option Import Data allows you to enter data from a file for use in the Planner. Typically this will be from the Filer. When so requested by the program, simply enter the name of the file you wish to import.

Exporting Files from the Planner. Similarly, the Export Data option under the Set Up menu allows you to export a worksheet from the Planner, or a marked block of a worksheet. You will need to enter the name of the file you want the data to write to.

Importing records to the Filer. You will need to ensure that a database has been opened, then simply select Import Data from the Update menu. You will be asked to name the file from which you wish to import the data.

Exporting records from the Filer. When selecting this option from the Update menu, you will be asked to define the criteria according to which you want the records for export to be selected. When you are so asked by the program, enter the target filename, press RETURN, and the selected records will be written to that file.

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